

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, January 4, 2016 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Mayor Gamble, Deputy Mayor Schulman and Councilor Rivers,

Absent were: Councilors Hypolite and DeLorenzo

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager, David Melesko, Director of Leisure Services and India Rodgers, Clerk of Council

Guest: Barbara Martin and Dave Kosick of KMA Designs, Gail Nolan, Donna Banks and Lou Blumenfeld – Parks and Recreation Committee

The meeting was called to order at 6:40p.m.

Presentation of KMA Designs – Community Parks, Gateway and Wayfinding Signage Study

Mrs. Barbara Martin and Mr. Dave Kosick from KMA Designs presented their recommendations for community parks, gateway and wayfinding signage for the town.

All signs are interchangeable, however those signs with arrows must follow the Federal transportation rules.

The design ideas contain three concepts with various color palettes. All signs have a clear coating and will require low key maintenance once installed. Each concept was developed as a sign family with various scales.

KMA Designs recommended aluminum post and sign cabinet or resin for entrance signs.

They also presented another option for an electronic graphic sign with LED lighting for the center of town.

There are two ways to analyze wayfinding: artistic designs and locations. As a first time to frequent user, distinctions are made for primary, secondary, tertiary destinations.

Deputy Mayor Schulman inquired about creating stone signage options.

Mayor Gamble recommended to incorporate the town seal, color of choice is green, eliminate the drum lacing, and select Edwardian font – stylized 'B' for graphics and design.

Discussion regarding Council Agenda Item FY 15/16-37: Hiring of an Additional Building Official

Mr. Jose Giner, Director of Planning and Economic Development stated that the department had budget projections for building permits in the amount of \$350,000. As of November 30, 2015, the department has received over \$934,000 in permit fees. There has been a sharp rise in building permit activity and revenues.

As a result of the increased workload in permit review and inspections, the department contracted a part-time building inspector at a cost of \$125.00 an hour. With a full time and part-time inspector on staff, the department have been experiencing delays in the review and processing of permit applications and in the scheduling of inspections.

Mr. Giner is recommending the hire of an additional full time building inspector due to increased construction activity with several economic development projects underway. He is requesting an added appropriation for this fiscal year of \$55,973. The job description for this position will include general code enforcement duties for blight and zoning inspections.

This committee did have a quorum to formally vote to recommend at the next scheduled Council meeting. However, the consensus of the committee was to pursue the hiring of an additional building inspector.

Town Manager's Goals FY 15/16 – Status Report

Mr. Philip K. Schenck, Jr., Town Manager gave a status update regarding his goals set for August 1, 2015 – July 31, 2016.

Communications

The Annual Town Report will be mailed for town wide distribution during the first week in January 2016.

The second Bloomfield Today program with BATV was taped with Mayor Joan Gamble and the Town Manager in the first week of December, focusing on overall goals for the town as the new Mayor.

Major Capital Projects

Filley Park – Mr. Al Rechin has requested to form a Fundraising Committee.

The FY 16/17 budget work session for capital improvement projects began with the Town Manager, Assistant to the Town Manager, Director of Finance and Director of Planning & Economic Development.

The Library Building Committee met twice, November 30th and December 28th. The next meeting is scheduled for Monday, January 11th, 2016 with architectural interviews. The plan is to have studies updated for review of Council as well as for possible budget referendum at November presidential elections by May 2016.

The Granby Street pavement rehabilitation/drainage project is scheduled to be completed by July 1, 2016, subject to final approval by the state and CRCOG funding.

The northern section of Woodland Avenue will be repaved with state grant funds with the assistance of CRCOG.

The Public Works department updated figures for repairs to the fuel repoint at this work site due to DEEP violations.

An RFP was issued for 330 Park Avenue for the selection of an architectural/engineering firm to review and evaluate the physical structure and programmatic needs of the existing building versus a new structure.

Fuss & O'Neil have been hired to perform the engineering work to design and construct the sidewalk on Mountain Avenue. This project has an estimated date of completion by July 31, 2016.

The East Coast Greenway has an agreement for the Ride a Way by the end of January 2016. The State Department of Transportation state that borings are not suitable for this project. They estimate that \$1,000,000 is needed in modifications, \$800,000 from the state and town commitment of \$200,000 as requested. In addition, Eversource is proposing a pole relocation in the amount of \$217,000. A meeting is scheduled for January 6, 2015 to negotiate this figure.

Fuss & O'Neil have been retained for the Blue Hills Avenue Streetscape project. There is \$30,000 available to begin initial studies regarding revitalization of this area. State Representative David Baram requested financial assistance of \$500,000 from the State Bond Commission.

Economic Development

There were no business visits scheduled for the month of December.

Niagara Bottling – Mr. Frank Sponzo, current owner of the building site is not sure if he wants to sell due to a large amount of sand that need to be relocated. All of the town permits and approvals have been completed for the town.

The next scheduled meeting of the Bloomfield Business Alliance will be held on January 25, 2016 at 8:30 a.m. at Carbone's Kitchen.

Bloomfield Apartments have all approvals from the town for inspection and demolition of homes.

Wintonbury Mall owners submitted a request to downsize their sign proposal. The TPZ will meet with CEEC to consider incorporation of energy conservation measures for potential new builds.

Goman & York will continue to work on the Business Energy Savings program to revisit marketing strategies to businesses with Eversource and other community partners.

Financial Management

Mr. William Hogan, Director of Finance completed the CAFR report and it will be submitted for the annual budget award with Government Finance Officers Association (GFOA) in July 2016. He will also prepare various debt level scenarios and credit criteria in anticipation of referendums on capital projects. Mr. Hogan will also evaluate quarterly Capital Project management meetings with department heads.

Personnel Management

Human Resources will continue their efforts to update the employee handbook and summary pension plan documentation. The town recently hired HRC Consulting to monitor the Affirmative action plan. A presentation by HRC will be made on February 1, 2016 at the next Administration & Education subcommittee meeting. In addition, the committee will review and discuss proposed tax discounts for disabled veterans.

Facilities Management

An analysis was completed on the Electric Vehicle charging station in front of Town Hall. The usage is increasing to approximately 500 monthly. The town was successful in receiving additional grant funds to purchase another station. The second station will be installed at 330 Park Avenue.

Other Business

A Freedom of Information (FOI) request was submitted regarding blight properties within town. The town did acknowledge the request and is currently updating the blight list.

There is a consensus with town officials that the new owners of Wintonbury Mall seem to be interested in making changes within the center of town. However, their response has been stagnant in moving forward to attracting new business to the mall.

Deputy Mayor Schulman was approached by a resident to request extending the honoring of Marcus Garvey Way on Granby Street to Cottage Grove Road. It was agreed by the committee that this request should be presented to the Town, Plan and Zoning (TPZ) Commission.

The Wintonbury Historical Society wants to name the barn on School Street after late Fannie Gabriel.

Councilor Rivers mentioned concerns regarding the concrete barriers located in the rear parking lot of the Senior Center. It was noted that some seniors had minor accidents due to placement and lack of markings for barriers.

Adjournment

It was moved by Mayor Gamble, seconded by Councilor Rivers and voted unanimously to adjourn the meeting at 8:45 p.m.